

Salmon and Miller/Walker Basin Planning Effort Project Management Team Meeting

Date: Thursday February 6, 2003

Time: 9:00AM – 12:00PM

Location: City of Burien City Hall, City Manager's Conference Room

Meeting Summary

Attendees

Arn Coombs	Gray and Osborne Engineers for City of Normandy Park	206-284-0860
Dan Bath	City of Burien	206-439-3154
Dale Schroeder	City of SeaTac	206-973-4723
Steve Clark	City of Burien	206-248-5514
Bruce Bennett	King County	206-296-1952
Curt Crawford	King County	206-296-8329
Julie Cairn	King County	206-296-8032

Introductions and Announcements

Bruce distributed copies of the original ILA containing signatures from all the Partners.

Bruce shared that King County technical staff no longer needed Ralph Nelson (from R W Beck) under contract as a modeling oversight consultant on the project. The county's modelers have found that there is sufficient in-house expertise to address all modeling tasks. Bruce asked the PMT to consider permitting King County to cancel the contract. The PMT approved the cancellation of the remainder of the R W Beck contract for modeling oversight. The balance of the contract funds, about \$12,000, can now be spent on other project tasks.

During the field trip on February 5, there were many questions about the technical details of the Port's Mitigation Plan. Bob offered to have the Port's consultant come to an upcoming PMT Meeting to present that technical information. PMT Members were interested in having this presentation, as were King County technical staff. **Julie will work with Bruce and Bob to determine when this would make sense in the upcoming meeting schedule, and to determine the consultant's availability.**

City of Normandy Parks' Anticipated Project Participation

Bruce recounted Steve Bennett's request that Arn be allowed to formally participate at PMT meetings on behalf of Normandy Park. Bruce believed this was possible if Arn were given full decision-making authority on behalf of Normandy Park for this basin planning effort. The PMT members accepted this request, and welcomed Arn to the PMT (presuming the City of Normandy Park signs the ILA as anticipated).

Action items are highlighted

Issued as FINAL after incorporating PMT feedback

Bruce distributed the proposed Amendment to the ILA that adds Normandy Park as a Project Partner, and modifies the cost share percentages for Normandy Park (9%) and WSDOT (reduced from 10% to 1%); and incorporates the latecomer fee of \$4000 for Normandy Park.

The details of the proposed amendment have been verbally discussed among the PMT members previously. The PMT members were asked to review the language to ensure it was consistent with their expectations and to get any feedback to Bruce by COB on Friday, February 14th.

The PMT members present requested confirmation from Normandy Park regarding their intent to sign the ILA as drafted, as well as information on the anticipated timing of their signature on the Amendment. Other jurisdictions will submit the Amendment for signature after Normandy Park has reviewed the Amendment language and reaffirmed their intent to sign.

Public Involvement Approach

Bruce and Curt presented some logical opportunities for public involvement related to the development of work products.

Each of these milestones leading to the Final Basin Planning Report will need to be addressed by various audiences – by the PMT; by the Project Executive Committee and by elected officials; and by the general public.

It was suggested that these various interfaces need to be incorporated into the master schedule for the project. Bruce will incorporate the public involvement interfaces and/or milestones into the updated project schedule.

The Executive Committee does not currently have standing meetings. In order to move through this public process, it would be useful to have a regular forum to present information to the Executive Committee. Once the schedule is updated, the timing of meetings with the Executive Committee will be more obvious, and these will be requested by the PMT.

At the last Executive Committee meeting, it was reaffirmed that PMT members should be taking the lead on briefing their respective elected officials on the status of the Project.

The technical work on the Project should be completed in 2003. Some of the Public Involvement opportunities identified above would occur in 2003, but the Adoption phase and its public involvement opportunities will likely be occurring in the 1st quarter of 2004.

Likely Public Meetings:

- Following the completion of the Conditions Report containing the draft prioritized problems (2 meetings – one for the Salmon Basin and one for the Miller/Walker Basin, full PMT involvement)

Action items are highlighted

- Following the development of draft recommendations and their incorporation into the Draft Basin Planning Report (2 meetings – one for the Salmon Basin and one for the Miller/Walker Basin, full PMT involvement)
- Possibly following the incorporation of public comments into the Draft Basin Planning Report, and issuance of an Executive Committee-Proposed Final Plan, depending on the scope and extent of public comments that needed to be addressed. (If needed, 1 meeting covering the whole Report, full PMT involvement)
- Following Report completion, as the report is being forwarded onto individual Jurisdictions/Agencies for adoption. (1 meeting covering the whole Report, with the Executive Committee Member and PMT representative for each jurisdiction/agency handling this for their respective organization)

In summary, the PMT felt there would likely be 5 or 6 public meeting opportunities.

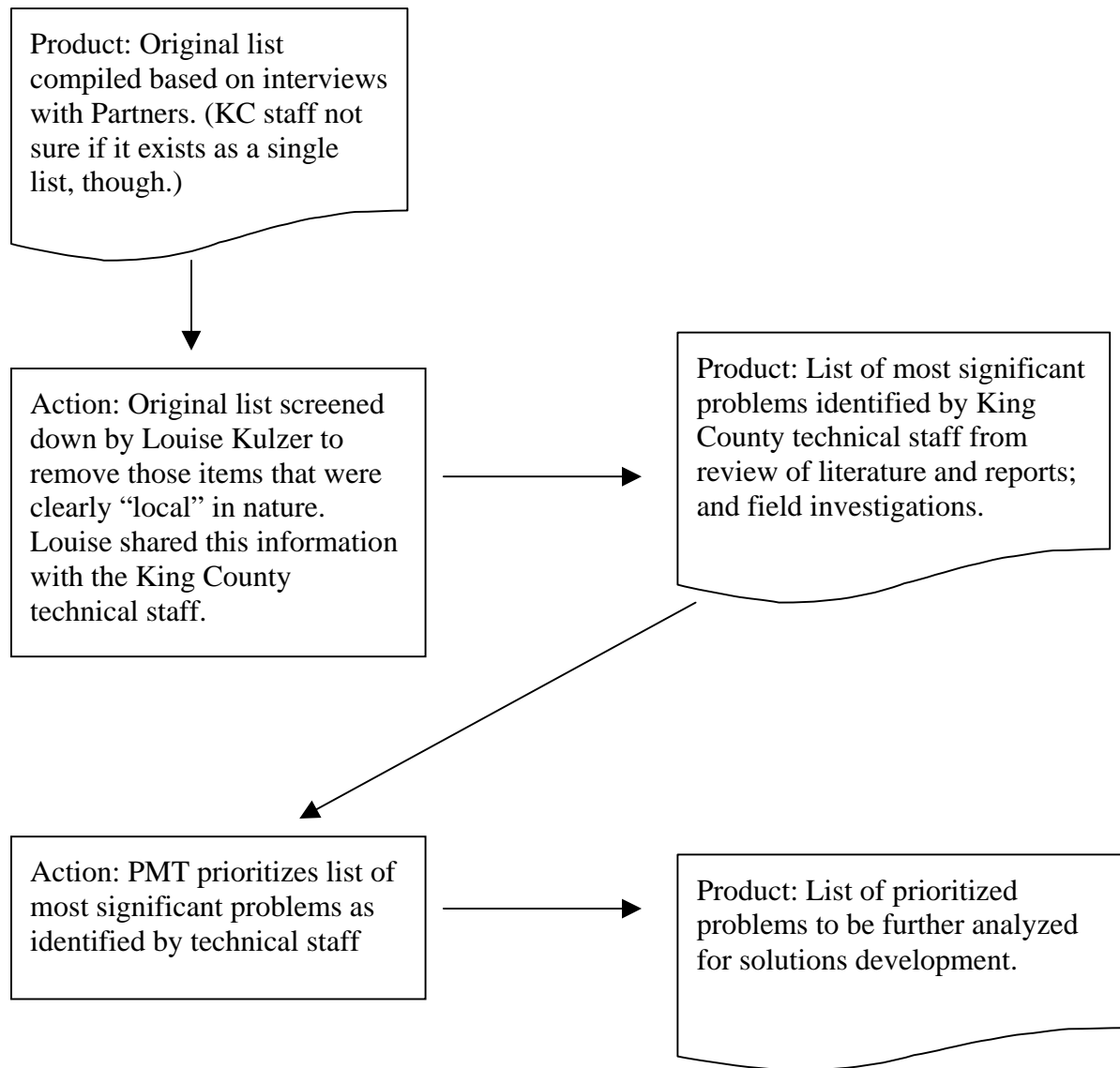
Continued Ranking of Salmon Basin Problems

The PMT members present discussed whether it was useful to continue classifying and ranking the problems in the absence of the modeling run results. After extensive discussion, the group decided it would be best to wait until the modeling runs were completed. Bruce is meeting with Kelly Whiting next week, and he will get an updated schedule for the modeling.

The PMT requested that Kelly present the modeling results and answer questions after the runs are complete.

Action items are highlighted

There was a discussion of the evolution of the “problem list” and of the overall process.
See flowchart below:



Some PMT members are interested in seeing the original problems to better follow the process, and so that they don’t forget the “local” issues they identified that they need to address independently. **Bruce will look for this original information.**

Action items are highlighted

Other Action Items (not previously identified)

Doug Chin will contact the Normandy Park Public Works Director (Carl Franta) to conduct the interview regarding existing problems, as was done initially for the other Partners.

Arn will find out more information about the 1st Avenue South roadway widening project that Gray and Osborne is currently designing for the City of Normandy Park. He will provide the Project TIR.

Julie will send the current version of the Fact Sheet out to PMT members.

PMT members to provide comments on the Web Page structure (to Julie) by COB, Friday February 14th.

Arn to discuss the Draft ILA Amendment language with Steve B., in order for Normandy Park to reaffirm their commitment to sign the ILA and their anticipated schedule to do so.

Next PMT Meeting

March 6, 2003 9AM – Noon (in the Public Works Office Conference Room)

Related Attachments

FINAL 12/05/02 Meeting Summary*

*Julie did not receive any comments or corrections on the Draft version sent out in December.

Action items are highlighted

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